A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2- Budget and programs, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organization and Function

DSP- cum CPIO Recruitment & Training, Sector-26, Chandigarh.

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties	(i) Name and address of the Organization and its website	DSP- cum CPIO Recruitment & Training, Sector-26, Chandigarh. CPIO: Ms. Jaswinder Kaur, CPS pdsptrg-chd@nic.in
	[Section $4(1)(b)(i)$]	(ii) Head of the organization	Chandigarh Police : www.chandigarhpolice.gov.in W/DGP/UT
		(iii) Vision, Mission and Key objectives	24X7 hours security and safety of General Public.
		(iv) Function and duties	To dispose of RTI matters as well as Appeals.
		(v) Organization Chart	DSP/Recruitment & Training Insp.Indoor/Outdoor NGO-HCs Constables.
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and judicial)	To provide the RTI Information to the applicant with in stipulated period.
	employees [Section 4(1) (b)(ii)]	(ii) Power and duties of other employees	To provide training to the new recruits and promotional courses. Conduct workshops to enhance the knowledge regarding of Police force.
		(iii) Rules/ orders under which powers and duty are derived and	Under PPR
		(iv) Exercised	

		(v) Work allocation	Provide Training to the New recruits
			Provide Training to the Promotional Courses
			Conduct the workshops and seminars
			Recruitment Process
1.3	Procedure followed in	(i) Process of decision making Identify key	Different powers have been delegated by Authority to the officers at various levels for smooth
	decision making	decision making points	functioning of the work.
	process [Section 4(1)(b)(iii)]	(ii) Final decision making authority	W/DGP/UT/Chandigarh
		(iii) Related provisions, acts, rules etc.	IPC, CrPC, PPR, Local &Special Law and police Work etc.
		(iv) Time limit for taking a decisions, if any	RTI application disposed off within 30 days and other references/ enquiries as per direction of Senior Officers.
		(v) Channel of supervision and accountability	W/DGPW/IGPW/DIGW/SP/Trg. & HQDSP/TrgInspector Outdoor/Indoor
1.4	Norms for discharge of functions	(i) Nature of functions/ services offered	CITIZEN CHARTER
	[Section 4(1)(b)(iv)]	(ii) Norms/ standards for functions/ service delivery	<u>CITIZEN CHARTER</u>
		(iii) Process by which these services can be accessed	<u>CITIZEN CHARTER</u>
		(iv) Time-limit for achieving the targets	As per direction of Senior Officer
		(v) Process of redress of grievances	NA
1.5	Rules, regulations, instructions manual	(i) Title and nature of the record/ manual /instruction.	As Per PPR
	and records for	(ii) List of Rules, regulations, instructions manuals and records.	As Per PPR
	discharging functions [Section 4(1)(b)(v)]	(iii) Acts/ Rules manuals etc.	As per PPR and other relevant Acts.
	,	(iv) Transfer policy and transfer orders	By PEB Branch of Chandigarh Police as per CVC Guidelines.
1.6	Categories of	(i) Categories of documents	All the reports, circular and standing orders issued from PHQ, Sector-9, UT, Chandigarh.

	documents held by the authority under its control [Section 4(1)(b) (vi)]	(ii) Custodian of documents/categories	Training related record and Record regarding recruitment process
1.7	Boards, Councils, Committees and other	(i) Name of Boards, Council, Committee etc.	Recruit Training Centre, Sector-26, Chandigarh.
	Bodies constituted as part of the Public Authority	(ii) Composition (iii) Dates from which constituted	Powers as per PPR and CrPC.
	[Section 4(1)(b)(viii)]	(iv) Term/ Tenure (v) Powers and functions	
		(vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers	(i) Name and designation	CPIO :Ms. Jaswinder Kaur, DSP-Recruitment & Training
	and employees [Section 4(1) (b) (ix)]	(ii) Telephone, fax and email ID	01722920939, pdsptrg-chd@nic.in
1.9	Monthly Remuneration	(i) List of employees with Gross monthly remuneration	As regards the remuneration of other officers / employees, the same is fixed as per the Pay Commissions.
	received by officers & employees including system of compensation [Section 4(1) (b) (x)]	ii) System of compensation as provided in its regulations	Compensation as per GOI and Punjab Government rules.

1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Ms. Jaswinder Kuar, DSP-cum- CPIO /Recruitment & Training, RTC, Sector-26, Chd. Inspector-Punam Dilawari, Inspector-CLI (CAPIO) Inspector- Daya Ram, Inspector-CDI & Recruitment(CAPIO) Sh. Ketan Bansal, IPS, SP/HQ & Trg. FAA of Training & Recruitment	
	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated Official.	Ms. Jaswinder Kuar, DSP-cum CPIO /Recruitment & Training, RTC, Sector-26, Chd. 01722920939, Email: pdsptrg-chd@nic.in Inspector-Punam Dilawari, Inspector-CLI, RTC, Sector-26, Chandigarh Ph. 0172-2924772(CAPIO), Email: punamdilawari.69cp@chd.nic.in Inspector-Daya Ram, Inspector-Recruitment & CDI, RTC, Sector-26, Chandigarh, Ph. 0172-2750066 (CAPIO), Email: dayaram.66cp@chd.nic.in Sh. Ketan Bansal, IPS, SP/HQ & Trg. FAA of Training & Recruitment W/SP/HQrs, PHQ-Sector-09, Chd, Ph.no 0172-2760835 _Emailpsphq@chd.nic.in (FAA)	
1.11	No. Of employees	No. of employees against whom	Nil	
	against whom	disciplinary action has been		
	Disciplinary action	. ,		
	has been proposed/	(i) Pending for Minor penalty or major	Nil	
	taken	penalty proceedings		
	(Section 4(2))	(ii) Finalized for Minor penalty or major penalty proceedings	Nil	
1.12	Programmes to	(i) Educational programmers	Officers are sent on trainings to get more knowledge about RTI act and its implementation. As and	
	advance	(ii) Efforts to encourage public	when opportunity comes, officers are sent on RTI training.	
	understanding of	authority to participate in these		
	RTI	programmes	1 <u>Guide For Information Seekers</u>	
		(iii) Training of CPIO/APIO	2 <u>Guide For the Central Public Information Officers</u>	
	(Section 26)	() 6	3 <u>Guide For the Public Authorities</u>	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned		
		-		

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to	(i) Total Budget for the public authority	Budget of all the units of Chandigarh Police made by the
	each	(ii) Budget for each agency and plan & programmers	SO/Accounts/Purchase Branch under the supervisions of Senior
	agenc	(iii) Proposed expenditures	officers of PHQ.
	y including all plans,	(iv) Revised budget for each agency, if any	
	proposed expenditure		
	and reports on	(v) Report on disbursements made and place where the related reports	
	disbursements made	are available	
	etc. [Section 4(1)(b)(xi)]		
2.2	Foreign and	(i) Budget	Relates to Senior Officers of PHQ, Sector-9, Chandigarh
2.2	domestic tours	(ii) Foreign and domestic Tours by ministries and officials of the rank of	Relates to Sellior Officers of TTIQ, Sector-9, Chandigain
	(F. No. 1/8/2012- IR	Joint Secretary to the Government and above, as well as the heads of	
	dt. 11.9.2012)	the Department.	
	du 11.9.2012)	a) Places visited	
		b) The period of visit	
		c) The number of members in the official delegation	
		d) Expenditure on the visit	
		(iii) Information related to procurements	
		a) Notice/tender enquires, and corrigenda if any thereon,b) Details of the bids awarded comprising the names of the	
		suppliers of goods/ services being procured,	
		c) The works contracts concluded – in any such combination of the	
		above-and	
		d) The rate /rates and the total amount at which such procurement	
		or works contract is to be executed.	
2.3	Manner of execution	(i) Name of the programme of activity	NA.
	of subsidy programme	(ii) Objective of the programme	

	[Section 4(i)(b)(xii)]	(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	
		(vii) Eligibility criteria for grant of subsidy	
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable
	grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(ii) Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of of concessions, permits of authorizations granted by the public authority [Section 4(1) (b)]	(i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations	Particulars of recipients of concessions, permits of authorizations are not granted by Recruit Training Centre. Relates to Senior Officers of PHQ, Sector-9, Chandigarh
	[Section 4(1) (b) (xiii)]	d) Date of award of concessions /permits of authorizations	
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC pares and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	No CAG and PAC pares laid on the table of both houses of the parliament.

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	The representation made by the members of the public through RTI letters are properly addressed by replying the letter to the addressee. If required, he may visit the office in working hours. The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders. The draft regulations are put on The Chandigarh Police website for public comments.
		 (ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants 	The regulations/guidelines etc. are prepared based on the discussions involved with the stakeholders. The draft regulations are put on the Chandigarh Police website for public comments.
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (vii) Information relating to outputs and outcomes	Public- private partnerships (PPP) related works are not carried out by the Recruit Training Centre.

3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	(viii) The process of the selection of the private sector party	The Policies/Decisions of all the units of Chandigarh Police are being made/taken by the senior officers of PHQ, Sector-9, Chandigarh as per directions of Chandigarh Administration.
		(ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Draft regulations/guidelines are kept on website for public comments. The final approved Regulations/Guidelines are also Put up on website for wide publicity.
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	https://rtionline.gov.in/ http://police-chd@nic.in www.chandigarhpolice.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Not applicable
3.5	Whether information manual/ handbook available free of cost or	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	
	not [Section 4(1)(b)]	(11) At a reasonable cost of the medium	Not applicable

4. E. Governance

S.	Item	Details of disclosure	Particulars
No.		0.7.41	
4.1	Language in which Information	(i) English	English Language
	Manual/Handbook Available	(ii) Vernacular/ Local Language	English/Hindi Language as per record available.
4.2	When was the information Manual/Handbook last updated?	Last date of Annual updation	The information/data is being uploaded on Chandigarh Police website by the RTI Branch on regular basis. www.chandigarhpolice.gov.in
4.3	Information available in	(i) Details of information available in electronic form	Information in electronic form is available in computer system, pen drive, CD Drivers etc.
	electronic form [Section 4(1)(b)(xiv)]	(ii) Name/ title of the document/record/ other information	RTI
		(iii)Location where available	RTI - https://rtionline.gov.in/
4.4	Particulars of	(i) Name & location of the faculty	CPIO DSP-Training is the nodal officer for receiving applications
	facilities available to	(ii) Details of information made available	online/off-line.
	citizen for obtaining information	(iii)Working hours of the facility	Working hours- on all working days. Phone-01722-2920939.
	[Section 4(1)(b)(xv)]	(iv) Contact person & contact details (Phone, fax email)	E-mail: pdsptrg-chd@nic.in.
4.5	Such other information as may be prescribed under	(i) Grievance redressal mechanism	DSP-Training and In-charge Indoor/Outdoor are designated as Grievance Officer for the Unit RTC.
	section 4(i) (b)(xvii)	(ii) Details of applications received under RTI and information provided	Total 21 (9 Offline RTI & 12 Online RTI) applications received during the FY 2022-23 and all the 21 RTIs were disposed off within stipulated period.
		(iii) List of completed schemes/ projects/ Programmes	Various Basic, Promotional and refresher Course for police personnel.
		(iv) List of schemes/ projects/ programme underway	Upper School Course, Intermediate School Course, Basic Training
			Course, Refresher Course etc.
			To enhance the skills and knowledge of in-service police

			officer/officials various Workshops/ Training programmes are conducted at RTC, Sector-26.
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	N/A
		(vi) Annual Report	Provide Training to the New recruits Provide Training to the Promotional Courses
			3. Conduct the workshops and seminars (time to time workshops held like Cyber crime, Forensic science, Crime against women and child, Gender sensitization, reg. Human rights and new law amendments.
			4. Pre-Course Training 5. Refresher course
		(vii) Frequently Asked Question (FAQs)	6. Recruitment Process. N/A
		(viii) Any other information such as	No Public Dealing
		a) Citizen's Charter	No I ubite Deaning
		c) Six monthly reports loaded on the website or not	Report Uploaded by the RTI Branch PHQ, Sector-9, Chd.
		d) Performance against the benchmarks set in the Citizen's Charter	N/A
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	Total 21 (9 Offline & 12 Online) RTI applications received during the FY 2022-23 and all the 21 RTIs were disposed off within stipulated period.
		(ii) Details of appeals received and orders issued	Two appeals received against RTI application during the FY 2022-23.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	As and when any parliament question received in DSP-Training office the reply of the same has been sent on priority basis.

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars
5.1	Such other	(i) Name & details of	Current CPIO Ms. Jaswinder Kaur, DSP-Trg dt. 19.11.2021 to till
	Information as may be prescribed.	(a) Current CPIOs & FAAs	date. RTC, Sector-26, Chandigarh, Ph. No. 01722920939 Pdsptrg-chd@nic.in CPIO
			Currrent FAA Sh. Ketan Bansal, IPS,
			SP/HQ & Trg. FAA of Training & Recruitment
			SP/HQ & Trg, PHQ, Sector-09, Chandigarh, Ph.No. 01722760835, E-mail. psphq@chd.nic.in (FAA)
		(b) Earlier CPIO & FAAs from 1.1.2015	Earlier CPIOMs. Sita Devi, DSP/Trg.
			dt. 02.07.2019 to 18.11.2021
			RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939
			Pdsptrg-chd@nic.in CPIO
			Earlier CPIOSh. Daleep Rattan DSP/Trg.
			dt. 22.02.2019 to 02.07.2019.
			RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939
			Pdsptrg-chd@nic.in CPIO
			Earlier CPIO -Sh. Satish Kumar DSP/Trg.
			dt. 01.08.2018 to 22.02.2019.
			RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO
			Earlier CPIOSh. Charanjit Singh Virk DSP/Trg.
			dt. 19.06.2018 to 01.08.2018.
			RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939
			Pdsptrg-chd@nic.in CPIO
			Earlier CPIO -Sh. Amrao Singh DSP/Trg.
			dt. 30.05.2017 to 19.06.2018.

RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO
Earlier CPIOSh. Rajeev Kumar Ambasta DSP/Trg. dt. 28.02.2017 to 30.05.2017. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO
Earlier CPIOSh. Jaswinder Singh DSP/Trg. dt. 26.09.2016 to 28.02.2017. RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO
Earlier CPIO -Sh. Krishan Kumar/ DSP-Trg dt. 21.06.2016 to 26.09.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO
Earlier CPIO -Sh. Deepak Yadav/ DSP-Trg dt. 01.04.2016 to 21.06.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO
Earlier CPIO Sh. Suman Kumar/DSP-Trg dt. 01.10.2015 to 31.03.2016 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO Earlier CPIOSh. Ashwani Kumar/ DSP-Trg
dt. 11.07.2014 to 30.09.2015 RTC, Sector-26, Chandigarh, Ph. No. 0172-2920939 Pdsptrg-chd@nic.in CPIO

Earlier FAA--- Sh. Manoj Kumar, FFA of Training & Rectt. SSP/HQ & Trg, Sector-09, Chd, Ph.no 01722760835 Mail. psphq@chd.nic.in (FAA) Dt. 06.09.2019 to 11.4.2023 Earlier FAA---Sh. Vineet Kumar, SP/Hqrs. FFA of Recruitment &Training Dt. 06.03.2019 to 05.09.2019 SP/HQRs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA) Earlier FAA---Sh. Eish Singhal, SP/Hqrs. FFA of Recruitment & Training Dt. 18.01.2019 to 05.03.2019 SP/HQRs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (**FFA**) Earlier FAA---Smt. Nilambhari Jagadale FFA of Recruitment & Training Dt. 08.12.2018 to 18.01.2019 SSP/HQRs. PHQ, Sector-09, Chd , Ph. No. 01722760835 Mail. psphq@chd.nic.in (**FFA**) Earlier FAA---Sh. Milind M Dumbere, SP/Hqrs. FFA of Recruitment & Trg Dt. 18.07.2018 to 07.12.2018 SP/HQRs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (**FFA**) Earlier FAA-Sh.Ravi Kumar, SP/Operations FFA of Recruitment & Training Dt. 24.06.2016 to 17.07.2018 SP/HQRs. PHQ, Sector-09, Chd, Ph. No. 01722760810 Mail. pspops-chd@nic.in (FFA) Earlier FAA---Sh. Sukhchain Singh Gill, SP/Hgrs. FFA of Police Lines Dt. 02.10.2015 to 23.06.2016 SP/HQRs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (**FFA**) Earlier FAA---Smt. Urvija Goel, SP/Hqrs. FFA of Recruitment &

	Training Dt. 15.04.2015 to 01.10.2015 SP/HQRs. PHQ, Sector-09, Chd, Ph. No. 01722760835 Mail. psphq@chd.nic.in (FFA)
(ii) Details of third party audit of voluntary disclosure	Audit has been carried out by the team of MGSIPA, Sector-26, Chandigarh.
(a) Dates of audit carried out(b) Report of the audit carried out	
(iii) Appointment of Nodal Officers not below the rank of	Sh. Rajnish, DANIPS, DSP-HQ,
Joint Secretary/ Additional HoD	PHQ, Sector-9, Chandigarh.
(a) Date of appointment	Relates to PHQ, Sector-9, Chandigarh.
	Relates to PHQ, Sector-9, Chandigarh.
(b) Name & Designation of the officers	
(IV) Consultancy committee of key stake holders for advice	Current CPIO Ms. Jaswinder Kaur, DSP-Trg dt. 19.11.2021 to till
on suo-motu disclosure	date. RTC, Sector-26, Chandigarh, Ph. No. 01722920939
	Pdsptrg-chd@nic.in CPIO
(a) Dates from which constituted	
(b) Name & Designation of the officers	
(V) Committee of PIOs/FAAs with rich experience in RTI to	Current FAA Sh. Ketan Bansal, IPS,
identify frequently sought information under RTI a. Dates from which constituted b. Name & Designation of the Officers	SP/HQ & Trg. FAA of Training & Recruitment SP/HQ & Trg, PHQ, Sector-09, Chandigarh, Ph.No. 01722760835, E-mail. psphq@chd.nic.in (FAA)

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	To dispose off the enquiry of complaint/investigation of cases within stipulated period and give the status report to the applicant any means of communication	Fully met

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